

JOB OUTLINE	
JOB TITLE: Technical Officer – Property Asset Review	JET CODE: 8041
DIVISION: Strategic Asset & Capital Plan Management (Property Asset Review)	
SERVICE/BUSINESS UNIT: Infrastructure	
REPORTING TO: Team Manager - Property Asset Review	
RESPONSIBLE FOR: None	
JOB PURPOSE: As part of the Property Asset Review team and working with local community partners and stakeholders, the Jobholder will be responsible for building capacity and advising on managing buildings including Statutory Compliance, planned and reactive maintenance and assisting and managing any project work and arranging and giving training to community groups. Responsible for advising and assisting external parties to plan undertaking planned and reactive maintenance to ensure they meet their Statutory obligations and conditions of any lease or Community Asset Transfer. Carrying out day-to-day support, supervision and performance monitoring of readiness and compliance of community groups and organisations including any contractors and assist the Team Manager and Surveyor – Asset Review as required. Gather information on existing condition, maintenance requirements of community buildings and formatting those documents suitable to share with groups interested to take on properties by lease, Community Asset Transfer or ownership. Where necessary, assist and advise community groups routinely or periodically as required in achieving L8 HSG 274 Compliance and ensure Compliance with PUWER and LOLER, PSSR, the Provision of Fire Fighting Equipment and any other related disciplines. To act as the Point of Contact on behalf of community groups for Scottish Water Byelaw Inspections in Buildings. Management of specific software Portals associated with the delivery of Statutory Compliance Legislation in Council Buildings.	
MAIN DUTIES:	

- Ensure awareness and compliance with current legislation in terms of statutory and planned maintenance, health and safety regulations, and the council's procedures and procurement processes
- Responsible for building capacity, advising and ensuring community groups can implement planned maintenance requirements on buildings leased, Community Asset Transferred or owned by them, ensuring best value at all times.
- Identify and advise on programme works by inspecting properties and from existing records, evaluating cyclical, reactive and planned maintenance requirements.
- Process repair work orders and checking and approving invoices on satisfactory completion.
- Issue work to operatives and/or contractor while monitoring contractor performance (ensuring that best value, work is undertaken timeously and to a satisfactory standard).
- Assist community groups with procuring term maintenance contracts identifying specifications and resources for term maintenance contracts.
- Liaise with community groups and external contractors to implement reactive and planned maintenance contracts.
- Assist community groups and advise on Procuring/supervising External Contractors reactive/planned maintenance and small scale project works.
- Monitoring performance of ability of community groups to monitor external contractors and term maintenance contracts.
- Conducting regular inspections of reactive/planned maintenance to ensure works are scheduled and carried out to a satisfactory standard.
- Ensuring all necessary permits, warrants, permissions etc. are in place to allow any works to proceed.
- Operating the Councils computer systems and maintaining computer records including checking/auditing external contractor databases
- Assist community groups in assessing & recording external contractors/property maintenance performance in Term Maintenance Contracts advising on any deficiencies of service delivery and recommending requirements where appropriate.
- Ensuring compliance with current asbestos legislation including co-ordinating checks in advance of intrusive works and ensuring that community groups and contractors adhere to the Asbestos Health & Safety instructions.
- Assisting and Ensuring community groups meet Compliance with the current Health & Safety regulations including current Construction (Design & Management) regulations

in terms of the client, Principal Designer and Contractor. Where necessary, act as client and/or Principal Designer in accordance with legislation

- Assist in the assessment and planning of future resource requirements required to deliver a service consistent with the principles of best value.
- Analyse existing records of Buildings (e.g. condition surveys) and advise community groups to proactively prioritise and budget for future maintenance works.
- Accurately maintain computer records for all aspects of reactive/planned maintenance works executed by both Property Maintenance and External Contractors.
- Contribute to the general development of the Asset Review Team and the SACPM Service including providing cover for other members of the Team.
- Promoting Customer Care awareness in the Assets Review Team.
- Responsible for managing multi-site issues including remedial action and mitigation of risks following Laboratory samples results as per BS 7592
- Apply knowledge of Commercial DHW systems to monitor and interpret BMS controls systems including Delta, Priva, Cylon, Trend and York.
- Responsible for receiving and interpreting laboratory sampling results for Legionella/TVC's, Lead, E-coli and Water Quality (UKAS approved)
- To act as the point of contact on behalf of community groups for Statutory Inspections and process reports and escalate failures to relevant colleagues/departments.
- To act as the point of contact on behalf of community groups for Scottish Water Bylaw inspections.
- Audit on site Log Books in relation to Legionella and Water Quality and Fire Equipment.
- Advise community groups on procedures and requirements for carrying out improvements, alterations and repairs including CDM regulations, building standards applications, landlord consent etc.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Jobholder must be educated to HNC/SVQ3 or equivalent qualification level in a relevant construction discipline with previous experience of reactive and planned maintenance of a wide range of building types

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- N/A

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	HNC/SVQ level 3 or equivalent level of qualification in a relevant construction or Engineering discipline. This role requires PVG clearance for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	Health and Safety Training - e.g. IOSHH, Asbestos Awareness Training, CDM Regulations etc. Legionella awareness Qualification 18th Edition Electrical Wiring Regulations Previous Training/Knowledge of Compliance in Council Buildings in Scotland.
Previous Experience (Paid & Voluntary Work)	Experience of reactive and planned maintenance to a wide range of building types. Experience of Statutory/Planned maintenance. Experience of Maintenance/Fault Finding on Mechanical and Electrical Services including BMS controls, EICR, PAT test etc. Experience of dealing with complex Water Quality issues and working knowledge of problem solving within various asset types, Experience of a CAFM system (Orchard/CRM) Previous experience of CDM Regulations 2015 and understand/issue Client and Principal Contractor Construction Phase Plans.	Knowledge of mechanical and electrical services. Experience of working as part of a multi-disciplinary team.
Knowledge/ Skills /Competencies	Experience of using term maintenance contracts.	

	Sound knowledge of current legislation including in health and safety. Knowledge of L8 and HSG 274 Parts 1-3 Knowledge of current IEE wiring regulations Knowledge of LOLER AND POWER Knowledge of PSSR Regulations Knowledge of current Water Byelaws. Extensive experience of Statutory/planned maintenance. Be able to operate Auto Cad for viewing purposes. Computer literacy (Microsoft Word, Excel and Outlook). Good verbal communication and report writing abilities. Experience of Statutory Compliance Term contracts (e.g., Legionella and water quality, electrical testing EICR, PAT, inspections, lightning protection, safe access systems. Plant and Insurance inspections –Lifts and hoists, pressure, vessels, Gym Equipment and all associated Written Schemes, fire equipment including, extinguishers, ski Pads/chairs, fire blankets etc. The ability to operate Building Management Systems keypads/end user and understand system operating protocols.	Be able to operate Auto Cad for editing purposes. Sound knowledge of In House contractor IT Portals including Zeta safe, Sim Pro, and Esinet.
Personal Qualities	Evidence of good liaison, communication and presentation skills. Proven ability to work effectively as part of a team.	Desire to contribute to the ongoing development and improvement of the Engineering Team.

	Ability to establish an appropriate and effective working relationship with contractors. Ability to organise and manage a diverse workload. Ability to use own initiative. Ability to work under pressure. Ability to adapt and ensure versatility on both working environment and emergency situations.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	

